

## Division of Workforce Development

P.O. Box 1087  
421 East Dunklin Street  
Jefferson City, MO 65102-1087  
(573) 751-3999  
Fax (573) 751-4088

Tom Jones  
Director

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DWD Issuance 17-99

SUBJECT: Off-site Intake Form

1. Purpose: To provide Missouri's Workforce Investment Areas with an off-site intake document for non-electronic data collection and subsequent enrollment.
2. Substance: Division of Workforce Development is issuing the attached Off-site Intake form for use when doing mass intakes such as Rapid Response meetings or other intake sites without Internet access. The form is not meant to be utilized within the normal electronic one-stop office environments
3. Action: Workforce Investment Area's should begin using this form on an off-site basis as needed in order to facilitate Workforce Investment Act enrollments. Also attached is a key that shows the applicable data fields for each major program.
4. Contact: If you have any questions regarding this issuance, please contact Lindell Thurman, Manager, Field Services (573) 751-7895.
5. Cross/  
Historical: Workforce Investment Act and federal intake criteria.

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Tom Jones, Director

TJ/LT/RH/bba

cc: John Cope  
Assistant Directors  
DWD Managers